

## **GUIDELINES FOR REPLACEMENT WINDOWS IN THE COLONIAL VILLAGE HISTORIC DISTRICT**

### *Process for Replacement*

Replacement windows in the Colonial Village Historic District must first be approved by the Board of Directors of the CV II or CV III Board of Directors. A Certificate of Appropriateness (CoA) application letter and a letter of approval from the CVII or CVIII Boards is then taken to the County's HPP staff. In most circumstances, the replacement window request will be treated under the Administrative Certificate of Appropriateness (ACoA) process. The ACoA process is an expedited review process for routine CoA requests. The County Historic Preservation Coordinator and Planners are authorized to review, approve, and issue ACoAs.

### *Criteria for Replacement Windows*

- The replacement window should be made of virgin polyvinyl chloride (PVC).
- \*The HALRB also encourages home owners to install wood windows. These windows, however, must meet the same specifications as the vinyl windows in order to ensure a uniform exterior appearance. Any wood window proposal will require a Certificate of Appropriateness reviewed by the HALRB.
- The exterior color of the replacement window must be white.
- Replacement technique must be “complete frame” not “replacement frame” or “sash pack.”
- The dimensions of the replacement window must match the dimensions of the existing window.
  - The window opening will not be expanded or infilled.
  - The rails and stiles must be between 7/8” to 1.25” (this is the visible width from the exterior).
  - The width from the edge of the glass to the edge of the frame will not exceed 2 7/8”.
- Replacement windows must have the same number of lights (glass panes) as the existing window.
- The replacement window must have either true or simulated divided lights and the division of lights must be identical to that of the existing window.
  - The replacement window must have narrow muntin bars (external grids) no less than 3/4” and no more than 7/8” wide and a minimum of 1/4” depth.
- Bathroom window may be lined with white or beige colored opaque film only.
- Capping must be done with a pre-finished protruded aluminum with a squared profile that matches the dimensions and design of the existing capping (brick mould and mullion).